



# BPA VACANCY ANNOUNCEMENT (#000252-01-DE)

U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER  
ADMINISTRATION

POSITION AND LOCATION: **FINANCIAL ANALYST GS-1160-7/9/11 PORTLAND, OR and VANCOUVER, WA**

**OPENING DATE**  
02/22/01

**CLOSING DATE** (*Close of Business*)  
Open Until Further Notice  
Initial Cutoff Date: 03/14/01

**ANNUAL PAY RATE**  
GS-7 - \$29,990.00 - \$38,986.00  
GS-9 - \$36,686.00 - \$47,687.00  
GS-11 - \$44,388.00 - \$57,703.00

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

**WHO MAY APPLY: ALL U.S. CITIZENS**

**POSITION LOCATION:** Bonneville Power Administration, Office of Chief Operating Officer, Office of Chief Financial Officer, Financial Analysis & Requirements – DFS

**CUTOFF DATES FOR RATING OF APPLICATIONS:** The initial rating of applicants under this announcement will be 03/14/01. Applications received by the initial cutoff date will be rated/referred first. Applications received after 03/14/01 will be rated/referred in the order received or, depending on hiring needs, may be returned to you unrated. It is to your advantage to apply early.

**NOTES:**

The full performance level of this position is GS-11.

This position may be filled at the GS-7, GS-9, or GS-11 levels. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher level duties and meeting all qualification requirements.

More than one selection may be made.

Upon completion of rotational assignments selectee may be assigned to any financial analyst position within BPA.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):** Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. In order to receive consideration, displaced/surplus employees must apply for consideration. For additional information, please refer to [www.opm.gov](http://www.opm.gov) or to [www.bpa.gov](http://www.bpa.gov). You may also call the point of contact for this position for CTAP/ICTAP information and assistance.

**Veteran's Preference:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, or who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 and who served continuously for a minimum of 24 months or for the full period for which called or ordered to active duty. You may be entitled to a 10-point veteran's preference if you are a disabled veteran or Purple Heart recipient or you are the widow, widower, or mother of a deceased veteran. You must submit a Standard Form 15 (SF-15) and documented proof of your claim.

**MAJOR DUTIES:** The incumbent of this position will be a participant in the Agency sponsored Financial Analyst Trainee Program. This program entails broad-based development assignments in several of the agency's financial organizations and functions, including Financial Reporting, Capital and Risk Management, Cost and Budget Management, Financial Forecasting and Budget, and Rates Development and Functions. Performs studies, researches projects, and performs a wide range of technical duties. Provides support to senior analysts in preparing, presenting, and implementation budgets, financial forecasts, financial planning analyses, and reports. Lead in investigation, research and presentation of emerging utility issues.

**Basic Qualifications for GS-07:** Only Outstanding Scholars are eligible for consideration at GS-07 entry level. All other applicants for GS-09 and GS-11, see Qualification Requirements below.

**To qualify under Outstanding Scholar for GS-07:** Applicants must be a college graduate from an accredited university (or expect to graduate within 9 months) who has maintained a grade-point average (GPA) of 3.5 or higher on a 4.0 scale for all undergraduate course work, **or** have graduated in the upper 10 percent of their baccalaureate graduating class, or of a major university subdivision. Grade-point averages are rounded to the nearest full tenth of a GPA point. College transcripts **are required** to receive consideration. APPLICANTS QUALIFYING UNDER THE OUTSTANDING SCHOLAR PROGRAM **DO NOT** NEED TO ADDRESS THE KNOWLEDGES, SKILLS AND ABILITIES (KSA'S) LISTED UNDER **BASIS OF RATING**.

**QUALIFICATION REQUIREMENTS FOR GS-09 AND GS-11:** Applicants must have had a total of 1 year specialized experience that has equipped the applicant with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience** is experience analyzing, and developing techniques, policies, and theories related to financial functions such as budget and cost management, capital and risk management, financial forecasting and financial accounting and reporting. To be creditable, the specialized experience must have been equivalent to the next lower grade level.

**NOTE:** Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

#### **SUBSTITUTION OF EDUCATION:**

**For GS-09:** Master's or equivalent graduate degree **or** 2 full years of progressively higher level graduate education leading to such a degree.

**For GS-11:** Three full years of progressively higher graduate education **or** Ph.D. **or** equivalent doctoral degree.

**Graduate Education:** Major study – finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology.

**BASIS OF RATING:** No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledges, skills, and abilities. **Applicants should submit narrative responses to the following KSA's. Failure to submit your narrative responses to the KSA's for this position may negatively affect your eligibility and/or rating:**

1. **Knowledge of theory, principles and practices of financial planning and accounting.**  
(Describe your education, training and/or work experience that demonstrates your knowledge of the theory, principles, practices, and techniques related to financial functions such as budget and cost management, capital and risk management, financial forecasting and financial accounting and reporting.)
2. **Ability to collect and summarize facts and data, analyze problems, develop findings and conclusions, and recommend solutions.**  
(Describe your education, training, and/or work experience that demonstrates your ability to assemble, research, and consolidate information from a variety of sources in order to analyze and evaluate problems and issues, and to draw conclusions and recommend solutions.)
3. **Skill in communicating orally and in writing.**  
(Describe your education, training, and/or work experience that demonstrates your written and oral communication skills. Oral communication skills, including the ability to prepare and present complex, technical materials to audiences with varying levels of understanding. Written communication skills, including the ability to prepare written evaluations and analyses on complex or sensitive issues.)
4. **Ability to provide effective business decision support.**  
(Describe your education, training, and/or work experience that demonstrates your ability to utilize software products common to the financial analysis field; your ability to create management reports; skill in identifying and analyzing new business trends and needs; and ability to analyze and forecast impacts of business decisions.)
5. **Ability to work effectively in teams.**  
(Describe your education, training, and/or work experience that demonstrates your ability to work effectively in teams with divergent viewpoints, be collaborative in reaching desired outcomes, and demonstrates tact and persuasiveness in organizing and coordinating multiple assignments.)

#### **HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities
3. College transcripts
4. Member 4 copy of Military Discharge Papers, DD214 (if applicable)
5. SF-15, Application for 10-point Veteran Preference with proof of your claim (including letter of compensable disability dated within the last 12 months), (if applicable)

#### **APPLICATION INFORMATION:**

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

**REQUIRED INFORMATION ON RESUMES :**

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your Social Security Number.
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**FORMS AVAILABILITY:** All application materials may be obtained from all Bonneville Power Administration Human Resources offices (5411 NE Highway 99, Plant Services Building, Vancouver, WA, or 905 NE 11<sup>th</sup> Avenue, Portland, OR), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at [www.bpa.gov](http://www.bpa.gov)

If you have questions, you may call the Staffing Center, 360-418-2090 or 503-230-3055.

*Do not submit letters of recommendation, copies of awards, training certifications, copies of position descriptions, or published works unless specifically requested above. Applicants should retain a copy of their application as BPA does not return applications or provide copies.*

**WHERE TO APPLY:**

Bonneville Power Administration, ATTN: Personnel Services – CHM/PSB-2, PO Box 491, Vancouver, WA 98666, (street address) 5411 NE Highway 99, Plant Services Building, Vancouver, WA 98663; **or** ATTN: Personnel Services CHM-1, PO Box 3618, Portland, OR 97208, (street address) 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232.

**RECEIPT OF APPLICATION:**

Your complete application must be received by the initial cutoff/closing date (close of business 4:30 p.m.). You may also submit your application by fax or email.

Applicants will be notified of receipt of their application package.

**FAX APPLICATIONS:**

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

**EMAIL APPLICATIONS:**

Applications should be sent as email attachments to: **bpaapplicants@bpa.gov**. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.**

<a href="http://www.va.gov">www.va.gov</a>	<a href="http://www.bpa.gov">www.bpa.gov</a>	<a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a>	<a href="http://www.opm.gov/qualifications/index.htm">http://www.opm.gov/qualifications/index.htm</a>
Veterans	Bonneville Power	Office of Personnel	Office of Personnel Management
Administration	Administration	Management Jobs	

## APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION

(Please read the Instructions and Privacy Act Statement before completing this form)

### OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, DC 20503.

### PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5n of the U.S. Code; Section 2000e of Title 42 U.S. Code: and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in Personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Vacancy Announcement Number	Position Title, Series, Grade
Name (Last, First, Middle Initial)	Social Security Number
Sex <input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE

### SECTION A. DISABILITY STATUS

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

05. I do not have a disability

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device)

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands. Partial paralysis of both legs, any part, or both arms, any part.

65. Partial paralysis of both legs, any part, or both arms, any part.

67. Partial paralysis of one side of the body, including one arm and one leg.

**APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION**

68. Partial paralysis of three or more major parts of the body (arms and legs)
71. Complete paralysis of both hands or both arms or both legs.
72. Complete paralysis of one arm or one leg.
76. Complete paralysis of lower half of body, including legs.
77. Complete paralysis of one side of body, including one arm and one leg.
78. Complete paralysis of three or more major parts (of body) (arms and legs).
82. Convulsive disorder (e.g. epilepsy).
90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
91. Mental or emotional illness (a history of treatment for mental or emotional problems).
92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
06. I have a disability, but it is not listed above. Describe:

**SECTION B. RACE/NATIONAL ORIGIN**

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are a mixed race and/or national origin, select the category with which you identify yourself. NOTE: Please mark only ONE box.

- |                                      |                          |   |
|--------------------------------------|--------------------------|---|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.   |
| B. Asian or Pacific Islander         | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                        |
| D. Hispanic                          | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.   |
| E. White, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures of origins.            |
| F. Other                             | <input type="checkbox"/> | A person not included in the above categories.  |

In order for us to assess the effectiveness of our Recruitment efforts please identify how you learned about this job by marking the appropriate box and providing the name of the source:

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Internet web-site | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Trade Journal | <input type="checkbox"/> Other (Please indicate) |
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